



EXAMINATION ANNOUNCEMENT

CALIFORNIA HOUSING FINANCE AGENCY

California State Government

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Senior Personnel Specialist

Departmental Promotional Exam for Sacramento

Who Should Apply

Employees of the California Housing Finance Agency who meet the minimum qualifications (Requirements for Admittance to the Exam) listed below.

How to Apply

Submit a standard Examination Application (STD 678) to:

Applications are available online at [www.spb.ca.gov](http://www.spb.ca.gov) or from the State Personnel Board at 801 Capitol Mall, offices of the Employment Development Department, and from CalHFA.

California Housing Finance Agency  
Attn: Exam Analyst  
P. O. Box 4034  
Sacramento, CA 95812

If you prefer to apply in person, the Personnel Office is located at 1415 L Street, 5<sup>th</sup> Floor; do not use this as a mailing address.

**Note:** All applications must include “to” and “from” dates (month/year), time-base, and position title and description for each relevant position held. We will be unable to process your application without this information. A separate application is required for each of our exams. The HR Office will not make copies of applications. Applications with multiple exam codes will be considered only for the first exam listed on the application.

PLEASE KEEP A COPY OF YOUR APPLICATION FOR YOUR RECORDS.

**Please indicate Exam Code 10389CV in your application.**

Final File Date

**April 17, 2009**, is the final file date. Completed applications (Form 678) must be postmarked no later than the final file date. Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box on the Examination Application (STD 678). You will be contacted to make specific arrangements.

Salary

\$3,658 – 4,446

Position Description

This is the expert journey level of the series. Under general direction, incumbents serve as the expert staff resource responsible for the most difficult and complex personnel/payroll issues. As a “staff specialist”, researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g. FMLA; and may act in a lead role (i.e., training, workload, etc.) over lower-level staff.

Requirements for Admittance to the Examination

**NOTE:** All applicants must meet the education and/or experience requirements for this exam by the final filing date.

One year of experience in the California State Service performing the duties of a Personnel Specialist, Range D, or a Personnel Service Specialist II.

Examination Information

**Experience and Education - WEIGHTED 100%**

This examination utilizes an evaluation of each candidate’s experience and education (E&E) compared to a standard developed from the class specification. **For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the “Requirements for Admittance to the Examination” as shown on this announcement.**

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

- **Scope**
- In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor’s:

- Knowledge of:
- Current office methods; procedures, equipment, and basic math principles;
  - Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping;
  - Personnel transactions, payroll, and certification processes used in State departments.

- SEE REVERSE SIDE FOR ADDITIONAL INFORMATION \*

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|                      | <p><b>Ability to:</b></p> <p>Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions;</p> <ul style="list-style-type: none"><li>• Independently interpret and use reference material;</li><li>• Give and follow directions;</li><li>• Gather data;</li><li>• Design and prepare tables, spreadsheets, and charts;</li><li>• Advise employees of their rights;</li><li>• Consult with supervisors on alternative actions which they may take on various transaction situations;</li><li>• Communicate effectively;</li><li>• Operate a computer keyboard/terminal;</li><li>• Establish and maintain cooperative working relations with those contracted during the course of the work;</li><li>• Organize and prioritize work;</li><li>• Create/draft correspondence;</li><li>• Maintain personnel records;</li><li>• Represent the department on intra/interdepartmental teams;</li><li>• Coordinate a variety of personnel/payroll transactions;</li><li>• Research critical transactions and recommend alternative solutions.</li></ul> |
| <b>Eligible List</b> | The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.   |
| <b>Questions?</b>    | Contact Pam Vinson at <a href="mailto:pvinson@calhfa.ca.gov">pvinson@calhfa.ca.gov</a> or 916-322-3996.<br><b>California Relay (Telephone) Service for the Deaf or Hearing-impaired.</b> From TDD phones: 800-735-2929. From voice phones: 800-735-2922.   |

**GENERAL INFORMATION**

It is the candidate's responsibility to contact the **CalHFA - Exam Analyst (916) 322-3996** three days prior to the written last date if he/she has not received his/her notice.

For an exam without a written feature it's the candidate's responsibility to contact the **CalHFA- Exam Analyst (916) 322-3996** three weeks after the final file date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of interview due to a verified postal error, they will be rescheduled upon written request.

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board and/or the California Housing Finance Agency reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order:  
1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**Veterans Preference:** California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in **open** entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **open non-promotional** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. If you established your veteran's eligibility with the State Personnel Board before August 21, 1994, you must **reapply**. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. Directions for applying for veterans' preference points are on the veteran preference application form (Form 1093), which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served on full year in or are graduates of the California Conservation Corps (eligibility shall expire 25 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the exam. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application for STD 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.